

Closeout

44 CFR 13.50 requires FEMA to close out the Hazard Mitigation Grant Program awards when all applicable administrative and required work has been completed. Each individual project and the entire Hazard Mitigation Grant Program need to be closed out.

The State should notify the FEMA region when a project is ready to be closed. Otherwise, upon apparent completion, FEMA may suggest project closure to the State.

There are five basic steps in the closure of a project:

1. Agreement to close the project.
2. Reconciliation/adjustment of project costs.
3. Submission of the final project report.
4. Site visit.
5. Project closeout in program and financial systems.

These steps are explained in greater detail in the following paragraphs.

Agreement to Closeout

If the State and FEMA concur that the project is ready to be closed, the closeout proceeds. The State, however, may not agree. The State may request an extension, appeal denied projects, or request approval of cost overruns that necessitate eligibility reviews.

Reconcile-ment/Adjust-ment of Project Costs






The subgrantee, the State, and FEMA must coordinate to make sure that funds advanced through the program balance with funds expended by the State and subgrantee.

If the amount expended does not match the grant amount, the State and FEMA will take steps to reconcile and adjust final project expenditures and grantee and subgrantee administrative costs.

Submission of Final Project Report

The State should submit a final project report that addresses any financial adjustments that FEMA and the State identifies as needed.

States should include these elements in the final project report:

-  Final Financial and Progress report (if applicable).
-  Standard Form 270, Final Request for Payment, if applicable (included as Job Aid 14.1).
-  FEMA Form 20-18, Report of Government Property (included as Job Aid 14.2).
-  Final inspection reports.
-  Photographs, etc., to validate expenditures.



**Job Aid 14-1
and 14-2**

Section 14: Closeouts and Audits

Site Visit	The State should conduct a site visit for all projects to ensure the approved scope of work was completed.
Appeal of Ruling	The subgrantee has 60 days to appeal if it does not agree with the State and FEMA's findings.
Closure of Tracking Systems	FEMA and the State will coordinate their financial systems to record the amount and date of the final payment. Financial files will be closed and excess funds will be deobligated.
Using NEMIS for Project Closeout	<p>The State may use the Project Closeout module on the National Emergency Management Information System to review individual mitigation for work completion and financial balance. The module also is used to close a project.</p> <p>The task of reviewing project identifiers is performed on the Project Closeout screen. See the NEMIS Software User Manual for detailed guidance.</p>
Program Closeout	<p>Once all projects under a single Hazard Mitigation Grant Program are closed, the entire program is ready for closeout. Four steps comprise the program closeout:</p> <ol style="list-style-type: none">1. Closeout of management costs;2. Closeout of mission assignments and technical assistance contracts;3. Agreement on amount and closeout date; and4. Closeout of the HMGP in program and financial systems.
Closeout of Management Costs	<p>The FEMA/State Management Cost agreement governs the process of reconciling and closing management costs. That agreement established the amount of management costs and the approved staffing pattern.</p> <p>Actual management costs must be reconciled with FEMA obligations and approved staffing patterns must be confirmed.</p> <p>To close out management costs, the State must:</p> <ul style="list-style-type: none">• Review management costs items;• Report the cost management figures recorded from Smartlink drawdowns;• Document approved staffing patterns; and• Review property disposition records. <p>FEMA and the State will make adjustments for cost overruns and underruns, and concur on closing management costs.</p>

Closeout of Mission Assignments/Contracts	All mission assignments and technical assistance contracts must be closed before the program can be closed. Generally, HMGP projects generate few mission assignments. Technical assistance contracts most frequently are for environmental reviews that are conducted early in the program.
Agreement on Amount/Closeout Date	<p>FEMA and the State will agree on the Final Claim Amount and on the Concurrence Date. The State will generate a concurrence letter and sign Standard Form 269, 269A, or FEMA Form 20-10.</p> <p>Standard Forms 269 and 269A are included as Job Aids 13-3 and 13-4. FEMA Form 20-10 is included as Job Aid 13-5.</p> <div data-bbox="1266 380 1412 569">  <p>Job Aid 13-3, 13-4, and 13-5</p> </div>
Closeout in Program/Financial Systems	The State will record the HMGP closeout in its program and financial records. The FEMA and State Hazard Mitigation Officers are responsible for coordinating and ensuring that both Federal and State records are available in the event of an audit.
Closeout Steps for State Grantee	<p>The State grantee has specific responsibilities at each stage of the HMGP closeout process. The steps required to close out the HMGP at the State level are shown in Job Aid 14-3, together with the applicable timeframes for closeout.</p> <div data-bbox="1266 772 1412 919">  <p>Job Aid 14-3</p> </div>
Use NEMIS for Program Closeout	<p>The MT Disaster Closeout process on the National Emergency Management Information System enables the consolidation of the individual mitigation project closeout actions and verifies that all projects that comprise the mitigation activity for this disaster are complete and that the disaster may be closed.</p> <p>The task of reviewing the status of individual projects is performed on the Disaster Closeout screen. See the NEMIS Software User Manual for detailed guidance.</p>
Closeout Steps for FEMA Regional Level	<p>To comply with 44 CFR 513.50, FEMA regional staff complete the steps outlined in Job Aid 14-4.</p> <p>Job Aid 14-5 contains a checklist that will assist in the preparation of the Project Closeout Report.</p> <div data-bbox="1266 1220 1412 1402">  <p>Job Aid 14-4 and 14-5</p> </div>

Audits

State and local governments that receive grant funds from FEMA must comply with the audit requirements under the Single Audit Act of 1984, P.L. 98-502.

The Single Audit Act, implemented by OMB Circular A-133, "Audit of State and Local Governments," requires that:

- ~~///~~ State or local governments that receive \$300,000 or more a year in Federal financial assistance shall have an audit in accordance with the circular; and
- ~~///~~ State or local governments that receive less than \$300,000 a year shall be exempt from audit requirements for that year.

Audits will be conducted annually by an independent auditor and will examine either the entire operations of the government or those departments or agencies that received, expended, or administered Federal funds. The subgrantee should maintain complete records of all work, including receipts, checks, job orders, contracts, equipment usage, payroll information, and any other necessary documentation that would be required for an audit.

If there is evidence of noncompliance, the State should ensure that appropriate corrective action is taken within 6 months. The State will provide a copy to the FEMA Inspector General.

Exceptions to Annual Audits

Under two circumstances audits will be conducted biennially covering both years. Those circumstances are:

- ~~///~~ Those States or localities that have, by January 1, 1987, enacted constitutional or statutory requirement for less frequent audits; and
- ~~///~~ Requests from governments that have administrative policy calling for audits less frequent than annual, but only for fiscal years beginning before January 1, 1987.

Additionally, FEMA may conduct audits of States and subgrantees of HMGP funds.

Audit Trail Required

The State, as grantee, is responsible for informing the subapplicant of the need for an audit trail. The grant recipient is obligated to break out costs. Either the State or the subgrantee should retain all backup documentation such as:

- ~~///~~ Invoices;
- ~~///~~ Canceled checks;
- ~~///~~ Acquisition/real property project records (deed, title, easements, etc.); and
- ~~///~~ Engineering certificates.

This detailed backup information will not be submitted in quarterly reports to FEMA but must be stored and made available for State or FEMA auditors to review.



SF 270, Final Request for Payment

REQUEST FOR ADVANCE OR REIMBURSEMENT		Approved by Office of Management and Budget, No. RO-RO183		PAGE OF PAGES	
(See instructions on back)		1. TYPE OF PAYMENT REQUESTED a. "X" one, or both boxes <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. "X" the applicable box <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL <input type="checkbox"/> ACCRUAL		2. BASIS OF REQUEST <input type="checkbox"/> CASH	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST	
6. EMPLOYER IDENTIFICATION NUMBER	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) TO (month, day, year)			
9. RECIPIENT ORGANIZATION Name: _____ Number and Street: _____ City, State and ZIP Code: _____		10. PAYEE (If name check is to be sent to different than item 9) Name: _____ Number and Street: _____ City, State and ZIP Code: _____			
11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED					
PROGRAMS/FUNCTIONS/ACTIVITIES		(a)	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)		\$	\$	\$	\$
b. Less: Cumulative program income					
c. Net program outlays (Line a minus line b)					
d. Estimated net cash outlays for advance period					
e. Total (Sum of lines c & d)					
f. Non-Federal share of amount on line e					
g. Federal share of amount on line e					
h. Federal payments previously requested					
i. Federal share now requested (Line g minus line h)					
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances		1st month			
		2nd month			
		3rd month			
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY					
a. Estimated Federal cash outlays that will be made during period covered by the advance				\$	
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period					
c. Amount requested (Line a minus line b)				\$	
13. CERTIFICATION					
I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.		SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REQUEST SUBMITTED	
		TYPED OR PRINTED NAME AND TITLE		TELEPHONE (AREA CODE, NUMBER, EXTENSION)	
This space for agency use					



SF 270, Final Request for Payment (Continued)

INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11c, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

<i>Item</i>	<i>Entry</i>	<i>Item</i>	<i>Entry</i>
2	Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.		use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.
4	Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.	11a	Enter in "as of date", the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
6	Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.	11b	Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.	11d	Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
8	Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.	13	Complete the certification before submitting this request.
<p>Note: The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.</p>			
11	The purpose of the vertical columns (a), (b), and (c), is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or activity. If additional columns are needed,		



[illegible]

EMA Form 20-18 JUL 95



FEMA Form 20-18, Report of Government Property (Continued)

**PREPARATION INSTRUCTIONS FOR
REPORT OF GOVERNMENT PROPERTY
FEMA FORM 20-18**

AUTHORITY FOR THESE INSTRUCTIONS: 44 CFR 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Subpart C – Post-Award Requirements, Section 13.23 and 13.33.

A. GENERAL INFORMATION: In all FEMA grants or cooperative agreements, the recipient will be held accountable for equipment and supplies. FEMA Form 20-18 is designed to meet the management requirements as set forth in 44 CFR 13.32 and 13.33. The recipient must submit one copy of FEMA Form 20-18 to the cognizant FEMA regional office as part of the required FEMA closeout procedures for a grant or cooperative agreement. Separate forms are required for equipment (acquired under a grant and Federally owned) and supplies.

Equipment purchased under a grant or cooperative agreement means an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000.00 or more per unit.

FEMA reserves the right to transfer title of grant acquired equipment to the Federal Government or a third party named by FEMA when such third party is otherwise eligible under existing statutes. To exercise this right, FEMA must identify the equipment acquired in the grant or cooperative agreement.

In the event a grantee or subgrantee is provided federally owned equipment:

- (1) Title to Federally owned equipment remains vested in the Federal Government.
- (2) Grantees or subgrantees will manage the equipment in accordance with Federal agency rules and procedures and submit a FEMA Form 20-18 annually.

Supplies includes all tangible, personal property other than equipment as defined in paragraph A.



**FEMA Form 20-18, Report of Government Property (Continued)**

Upon completion of a grant or cooperative agreement, the recipient is required to submit listings of equipment and supplies to FEMA and request disposition instructions for the following:

- (1) All equipment purchased under the grant or cooperative agreement having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- (2) All Federally owned equipment used during the grant or cooperative agreement.
- (3) Unused supplies where residual inventory exceeds \$5,000 in total aggregate fair market value.

FEMA will approve or disapprove the disposition request within 120 days after receipt.

B. DETAILED INSTRUCTIONS:

- Item 1 Date of Report. Enter the date of the report.
- Item 2 FEMA IDENTIFICATION NUMBER. Enter the Grant or Cooperative Agreement Number being reported. This number is found in Item 1 of the Obligating Document for Award/Amendment (FEMA Form 76-10A).
- Item 3 NAME AND TITLE OF RECIPIENT. Print or type the recipient's name and title.
- Item 4 NAME AND TITLE OF AUTHORIZED REPRESENTATIVE. Print or type the authorized representative's name and title.
- Item 5 SIGNATURE. Authorized representative's signature.
- Item 6a GOVERNMENT ID NO. AND FSN. Enter the recipient's identification number and Federal stock number (FSN), if applicable.
- Item 6b DESCRIPTION OF ITEM. List a brief description of item.
- Item 6c MFR. Enter the manufacturer's name.
- Item 6d MFR SERIAL NO. Enter the manufacturer's serial number.
- Item 6e QUANTITY. List the quantity.
- Item 6f CONDITION. Describe the condition of item being reported.
- Item 6g LOCATION. List the location of item being reported.
- Item 6h COST. Enter the cost of item being reported.
- Item 6i DATE RECEIVED. Enter the date of purchase or date item was received by the recipient.



FEMA Form 20-18, Report of Government Property (Continued)

- Item 6j RECIPIENT'S DISPOSITION REQUEST. Enter the recipient's suggested disposition for each item being reported.
- Item 6k-1 APPROVAL. FEMA indicates approval or disapproval of the disposition request (FEMA will return the FEMA Form 20-18 to the recipient).
- Item 6m FOR USE BY FEMA ONLY.





Program Closeout: State Grantees

The steps required to close out the HMGP at the State level are shown below, together with the applicable timeframes for closeout.

STEP	ACTION	TIMEFRAME
1	Reconcile cash with award and outlays.	Prior to closeout
2	Notify subgrantees when projects are ready for closeout.	As required
3	Complete final project inspections, audits, etc., required to make final project determinations.	As required
4	Make final payments (or recoupments) on all projects.	As required
5	Address all appeals filed by subgrantees.	As required
6	Work with FEMA Regional staff to reconcile grant funds.	30 days before submitting closeout package.
7	Prepare and submit (via certified mail) the closeout package, including: Letter from GAR or POC to RD requesting program closeout and deobligation of unused funds. Final Status Report (SF 269). Final Request For Payment (SF 270) (if applicable). Report of Government Property (if applicable) (FEMA Form 20-18). Report of Unobligated Balance of Federal Funds, Draw Downs, and Undrawn Funds (FEMA Form 20-19).	90 days after all program work is completed.
8	Receive and process cost adjustments or return unobligated cash advanced to FEMA (via Smartlink).	Within 90 days after FEMA receives the final closeout package.
9	File a copy of the closeout package for 3 years from the date it was mailed to FEMA.	N/A





Program Closeout: FEMA

44 CFR 13.50 requires FEMA to close out the HMGP when all applicable administrative and required work has been completed. The steps required to close out the HMGP at the FEMA regional level are shown below.

STEP	ACTION	DATA SOURCE(S)
1	<p>Close out individual projects:</p> <p>Review NEMIS reports and State status reports to identify projects that can be closed out.</p> <p>Reconcile NEMIS and State budget figures. (Work with the SHMO or POC as necessary.)</p> <p>Monitor dates of final payments to subgrantees.</p> <p>After 60-day appeal period, write a letter to the State recommending closeout of completed projects.</p> <p>Close projects in NEMIS and print reports to include in the disaster closeout file.</p>	<p>Copies of bills and summary documentation from the State</p> <p>SF 272, Federal Cash Transaction Report (Smartlink)</p> <p>NEMIS Quarterly Report Tracking and NEMIS Quarterly Reports by Project</p>
2	<p>Review program documentation for the disaster:</p> <p>Receive and file State appeal notifications and project closeout packages.</p> <p>Verify receipt of the final quarterly report.</p> <p>Verify that all final inspections have been completed and that appeals have been resolved.</p> <p>Ensure that all HM mission assignments are closed.</p>	<p>Program closeout package</p> <p>Final Status Report (from the final closeout package)</p> <p>Copies of bills and summary documentation from the State</p> <p>NEMIS Appeal Report</p> <p>NEMIS Closeout Report</p>
3	<p>Coordinate with the State to close the program:</p> <p>Monitor administrative cost data submitted by the State.</p> <p>Examine Smartlink balances to determine the status of drawdowns.</p> <p>Notify the State (as necessary) to ensure that final drawdowns are completed.</p> <p>Prepare a letter from the RD to the GAR or POC with instructions for preparing the closeout package.</p>	<p>SF 272, Federal Cash Transaction Report (Smartlink)</p> <p>FEMA Form 20-19, Report of Unobligated Balance of Federal Funds, Draw Downs, and Undrawn Funds</p>
4	Close the program in NEMIS.	N/A
5	Request OS to deobligate remaining obligations and reduce the program allocation amount to zero.	N/A

Copies of the NEMIS report that you will use during closeout are shown on the following pages.





Program Closeout: FEMA (Continued)

Property Inventory Report

Page 1 of 1

Property Site Inventory

Date: 02/24/1998

Disaster Number: 1004
FEMA Project Number: 1-R
Amendment Number: 0
State App ID: 1
State: OR
Grantee: State Emergency Management Agency
Subgrantee: Test this
Project Title: Acquisition of One Million Homes

Owner	Owner Tax Id	Flood Ins Policy Nr	Dwelling Type Code	Basement	Flood Zone Code	First Floor Elev	Property Action	BCA	Insurance Policy Provider	Pre-Event FMV	Damage Category	SHPO Cleared
Help Ronda	178478907890	34879	Primary-Mobile	Yes	A	3456	Acquisition	Yes	USAA	\$45,000.00	100%	<input checked="" type="checkbox"/>
Damage Address: 555 5 th Street Fairfax VA 22030												
Picabo Street	78780978	7907890	Primary-Multifam	No	AO	7899	Acquisition	No	Yiuyu	\$39,999.00	50-99%	<input checked="" type="checkbox"/>
Damage Address: 3456 Main Street Apartment 4B Fairfax VA 22030												





Checklist for Project Closeout Report

The Project Closeout Report requires the identification of the disaster number, project number, grantee, and project type. The checklist below reflects the actual NEMIS screens for the Project Closeout Report.

† † Date State Mitigation Plan approved

† † Date Administrative Plan approved

† † SF 424 submitted

Project Application

† † Date project received

† † Date project approved

† † Statement of Work approved

† † Last Statement of Work amendment

† † Initial Federal public notice

† † Benefit-cost analysis approved

† † Ratio

† † NEPA

† † Signed CATEX, FONSI, or Final Environmental Assessment

† † Final notice published for FONSI or EA

† † News release





Checklist for Project Closeout Report (Continued)

Project Application (Continued)

Environmental Impact Statement Requirements

- † † Federal Register Notice of Intent to Prepare an EIS 44 CFR
- † † Initiation of the Scoring Process
- † † Environmental Impact Statement Monitoring Program (Mitigation measures to be implemented and monitored as a condition of the Environmental Impact Statement)
- † † Draft Environmental Impact Statement available
- † † Final Environmental Impact Statement available
- † † Signed Environmental Impact Statement
- † † News release
- † † EIS Final Federal public notice
- † † Notified that project was complete
 - † † Project completion verified and/or field inspection of construction project
 - † † Final project performance report received
 - ?? Milestones met
 - ?? Final quarterly reports received () Y () N
- † † Initial closeout letter to grantee from FEMA requesting closeout of project
- † † State letter to FEMA requesting project closeout (all closeout documents attached)





Checklist for Project Closeout Report (Continued)

Post-Award Budget Changes Requiring Approval

- † † Amended budget non-construction projects (approval date)
- † † Cumulative transfers among direct cost categories > 10% or > \$100
- † † Transfer of training funds
- † † Increased budget for construction projects (approval date)
- † † Construction/non-construction funding transfers (approval date)
- † † Extending time period for availability of funds (approval date)
- † † Non-construction contracting out, third-party services or subcontracting (approval date)
- † † Changes in personnel (approval date)

Acquisition/Relocation Project Closeout*

- † † Copy of notification that eminent domain would not be used to acquire property
- † † DOB verification for all properties
 - † † Privacy Act release
- † † Hazardous materials checklist
- † † Statement of Assurances
- † † Restrictive covenants on all property deeds-copies in file, signed and dated
- † † Demolition or removal of all structures (completion date)
- † † Relocation assistance determination letters in file

*To be maintained at the State and local levels, but not at FEMA.



Checklist for Project Closeout Report (Continued)

Acquisition/Relocation Project Closeout* (Continued)

- † † Floodplain Management and Protection of Wetland E.O. 11988 and E.O. 11990 decisionmaking process completed and in file
- † † Engineering certificates*
- † † Property inventory form completed by project monitor
- † † Property inventory form sent to FEMA Headquarters
- † † Final project closeout letter from FEMA to State signed

Administrative Cost Review for State Management Costs

- † † Verify staffing level and that time and attendance records exist
- † † Payroll/wages
- † † Supplies
 - † † Supply budget
 - † † Disposition of supplies with aggregate value > \$5,000, FEMA Form 20-18
- † † Equipment
 - † † Inventory of equipment
 - † † Equipment budget
 - † † Lease agreements
 - † † Disposition of equipment
 - † † Did lease end on or before the ending date of award?

*To be maintained at the State and local levels, but not at FEMA.





Checklist for Project Closeout Report (Continued)

Administrative Cost Review for State Management Costs (Continued)

† † Federally owned property

† † Inventory

† † Disposition report

† † FEMA Form 20-18 in file

† † Were copyrights or patents awarded for any action as a result of this grant?

Fiscal Requirements

† † Approved project estimate

† † Federal share (percentage and dollar amount)

† † Non-Federal share (percentage and dollar amount)

† † Date of last budget amendment

† † Total project costs

† † Net eligible

† † Net eligible Federal share (percentage)

† † Allocated project funds

† † Obligated project funds

† † Subgrantee admin. obligation

† † Grantee admin. obligation

† † Total project obligations

† † State management project allocations

† † State management obligations

† † Income generated by project





Checklist for Project Closeout Report (Continued)

Fiscal Requirements (Continued)

- † † Total Federal share (percentage)
- † † Total non-Federal share (percentage)
 - † † Final Request for Payment
 - † † Cost adjustment
- † † Cost overrun
- † † Cost underrun
 - † † Cash adjustment
 - † † Unobligated Federal funds
- † † Deobligated Federal funds
 - † † Reconciliation

Final Financial Reports Approved

- † † IFMIS
 - † † NEMIS
 - † † Smartlink
 - † † Final project closeout letter from FEMA to State signed
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